

APC Teleconference Meeting Minutes

Meeting Name	APC Monthly Teleconference
Meeting Chair	DON eBusiness Office
Date	22 January 2004
Time/Location	2:00 – 3:00 pm

Attendees:

ATTENDEES		
DONEBUSOPSOFF	CHNAVPERS	NSMA
CITIBANK	NAVSUP	COMLANFLT
FMO	NAVFAC	NETC
FSA	HQUSMC	NAVSECGRP
UNSECNAV	DIRSSP	CNR
COMSC	COMPACFLT	

Meeting Agenda /Objective Items

Item #	Objectives
1.	Program Update
2.	Semi-Annual Review Results
3.	Delinquency Reporting
4.	Roll Call
5.	Electronic Certification Update
6.	APC conference in March update
7.	PCPN #14 - Possible invoice processing change in STARS
8.	Paper statements (*Pending Item)
9.	Cardholder verification
10.	Physical address requirement for AO setup (*Pending Item)

Meeting Minutes / Action Items

Item #	Meeting Minutes Description
1.	Program Update
	<ul style="list-style-type: none"> As of 31 January, you can no longer use the old ADHOC system. Please let the bank know if you have any problems with the new ADHOC system. Several new APC have joined the program and were introduced if they were in attendance. They are going to remove the word ADHOC from the menu. Please disseminate the request for completion of the APC survey through your hierarchy. The deadline has been extended to 30 January. We are considering the end of dual roles (same person being an AO and APC) in the program. Currently the practice is only allowed as an exception to the policy but we are finding that it is being used too often.

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	It is not prudent to have an individual performing dual roles. The field stated that they use this practice at commands that don't have enough personnel. Our office asked for the field to send our office any input on this possible change.
	<ul style="list-style-type: none"> There will be a extra day added to the conference to incorporate a level 3 agenda. It is mandatory for NAVSUP HCA claimants and highly recommended for all other level 3's. The agenda was forwarded to you by email. It will be held on Friday, 5 Mar 2004 and will offer useful information for all level 3's.
2.	Semi-Annual Review Results
	<ul style="list-style-type: none"> Letters will be going out to the claimant SES/CO with results and historical trend for their claimancy. The program is showing improvement since the inception of the Semi-Annual Review process. It was found that further disciplinary action could have been taken in several instances. If a cardholder repeatedly performs the same action that is subject to disciplinary actions, then a more severe action is warranted. The next reporting period is 22 September 2003 to 21 March 2004. The deadline for submission is 30 April 2004. It is pertinent that the responses be completed and submitted on time and sent in the required format with your CO/SES's signature. Please ensure that the responses are completed as requested.
3.	Delinquency Reporting
	<ul style="list-style-type: none"> There are 14 claimants over the 2% delinquency rate for the DON Purchase Card End of Cycle report. Please complete the form found on our website if your claimancy is over the delinquency rate. DON which is normally under 2% was 4%. We have not received ONI's December report.
4.	Roll call was taken. Attendees are reflected above.
5.	Electronic Certification Update
	<ul style="list-style-type: none"> 1st Waiver process - Our office sent representatives to the IPT on Government Charge Cards at the DOD PC PMO's Office in Arlington, VA. During that meeting we were advised by the head of the DOD PCPMO, that we should not spend additional time on the waiver process. There are two current studies in process at the DOD Level. One is being conducted by DFAS, at the request of the DOD Chief Financial Officer, and the other is being done by the BMMP project. Both studies will be concluded in late March or early April. From the results of those studies DOD will publish the guidelines to be followed when submitting waiver requests. The current waiver requests submitted to DOD by the DON eBusiness Office for, NWCF, OCONUS, NAFL, SALTS, and NSMA are on hold. All waiver requests submitted to this office from the field are also on hold. Once we have DOD guidance, we'll take action. Electronic Certification Status – In January of 2002 40% of all Citibank Purchase Card Invoices were being certified electronically. That number increased to 70% in December 2003 and is projected to be 82% by June 2004. Unfortunately DON must achieve 100% by June 2004. Our office hasn't contacted some of the claimancies recently. That's about to change. We'll be making conference calls on a claimancy by claimancy basis to get current status. You'll hear from us soon. We'll be especially looking at those areas where we do not have a plan on file. Examples are the NAVAIR NADEPS and the NAVFAC Engineering Field Divisions. We've recently visited each of the three NAFIs and worked with them to complete cross functional swim lane charts. With these charts we've mapped out the "As Is" and "To Be" processes. We'll be working with them in the future to plan the steps required to move from the "As Is" to the "To Be" solution. During the second week of January the eCertification team met with HQUSMC, FMO, DFAS and Citibank to discuss the Method of Payment Functionality. This functionality, released by Citibank in December 2003, automates the ability to electronic Citibank Invoices resulting from use of the purchase card to make payments on contracts for goods or services. We planned a USMC Pilot to commence 21 February 2004.
6.	APC conference in March update
	The hotel is extending the government rate to Thursday night for those who must attend and have already registered to stay at the Hyatt for the Friday meetings.
	<ul style="list-style-type: none"> The Westin Peachtree Inn is the overflow hotel and still has availability and all training sessions that required pre-registration are full. The agenda and hotel information regarding the conference is on our website. There are no rooms available for additional meeting requests. The APC's who needed rooms and responded by the deadline have accommodations available to them and the times are set up so they do not

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	conflict with the breakout sessions.
7.	PCPN #14 - Possible invoice processing change in STARS
	<ul style="list-style-type: none"> This possible change described in PCPN #14 only applies to STARS General fund documents.
8. *	Paper statements
	<ul style="list-style-type: none"> Citibank is looking into the feasibility of turning off memo statements. They get a large amount returned mail and canceling them would help reduce the potential for fraud. They are considering a March timeframe for the shutoff of this feature and would appreciate your feedback to determine if this would significantly impact any claimancies. It is possible to turn the feature back on for individual locations. <i>Please let our office know of issues with this by 25 February.</i>
9.	Cardholder verification
	<ul style="list-style-type: none"> Activation makes it difficult for customer service to do their job. We need to be consistent. Some people are using the same number for everyone in their claimancy. This is not an effective deterrent to help prevent fraud.
10. *	Physical address requirement for AO setup
	<ul style="list-style-type: none"> Citibank would like to have a physical address on record to send cards out (example compromised card issue). If a physical address is on record, the cards can be shipped via UPS overnight which is a much faster delivery. If a cardholder doesn't have a physical address then you would fill in an alternate address screen for AO to have the card mailed to them instead of cardholder. <i>Please let our office know of issues with this by 25 February.</i>
	The February APC teleconference is cancelled due to the APC Conference in Atlanta.